

# Request for Extended Library Hours

Date: [Insert Date]

To: [Library Director's Name]  
[Library Name]  
[Library Address]

Dear [Library Director's Name],

I hope this message finds you well. I am writing to formally request an extension of the library hours to better accommodate the needs of students at [Your School/University Name].

As you know, many students are engaged in busy schedules that include classes, part-time jobs, and extracurricular activities. Extended library hours would provide us with additional time to study, conduct research, and access resources outside of our regular commitments.

Specifically, I propose extending the library hours on [insert specific days or hours] to support students who may need access to the library during late evenings or weekends.

Thank you for considering this request to enhance our academic experience. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Student ID or Position]  
[Your Contact Information]